

UNACCOMPANIED HOUSING BROCHURE



Incirlik Air Base
November 2010



Introduction

Welcome to Incirlik AB Unaccompanied Housing (UH)! We are pleased to have you with us and hope your stay is pleasant. It is impossible to itemize all the details of our responsibility, or yours. However, the following pages explain the Air Force responsibility for your campus, as well as what we expect from you. If you are considerate of your neighbors and treat fellow residents with respect and pride, we assure your relationships will be enhanced on all levels. Because our UH facilities represent a substantial investment by the Air Force, we must diligently work together to care for this campus. Again, welcome to Incirlik Air Base, and please feel free to contact the UH office at 676-3080/3188 if you have any questions or concerns (Monday – Friday 0830-1200; 1300-1530).

Incirlik AB UH Management Team

Position	Name	DSN	Area
UH Management Section Chief	MSgt Mike Tryner	676-8067	Program Oversight
NCOIC, UH Assignments	TSgt Agnes Gause-McKinley	676-3080	Assignments
NCOIC, Dorm Management	TSgt Anthony Dupio	676-3188	Dormitory Management
Airman Dormitory Leader	TSgt James Breeden	676-3188	Dormitory Management
Airman Dormitory Leader	SSgt Bradley Nelms	676-3080	880, 882, 885
Airman Dormitory Leader	SSgt Toure Lyle	676-3188	892, 894, 896
Airman Dormitory Leader	SSgt Robert Piakowski	676-3188	960, 962, 964

Useful Numbers

Agency	Telephone Number
Emergency Services	110 or 911
39 SFS Law Enforcement Desk	676-3200
Eagle Eyes	676-EYES (3937)
SARC Hotline	676-SARC (7272)
39 CES Service Call Line	676-7008 or 115 (Emergency)
39 MDG Appointment Line	676-6666
TMO (Inbound / Outbound)	676-6847 / 676-6604
ADSL Internet Service	676-3032
AFN or Telephone Service	676-2666

To reach Incirlik AB commercially:

From Outside Turkey: 90-322-316-XXXX

From Within Turkey (Outside of Adana Area): 0-322-316-XXXX

From Within Turkey (Inside of Adana Area): 316-XXXX

To reach Telephone Operations:

Government Official Operator: 0

Commercial Operator: 112

Directory Assistance: 113

Morale Call Operator: 114

General Information

Personnel Changes. Report changes to your personal information to the UH Assignments Office 676-3080, including changes in rank, name, duty and home telephone, squadron, office symbol, marital status, DEROS, etc.

Dining Facility. The Sultan's Inn Dining Facility is located at Bldg 965 on the corner of 5th and D streets. All of Incirlik's unaccompanied Jr. Enlisted Airmen are on meal card and are encouraged to frequent the facility. Please note the hours of operation:

- Breakfast 0430 – 0830 hrs
- Lunch 1100 – 1330 hrs
- Dinner 1630 – 2000 hrs
- Midnight Meal 2230 – 0100 hrs
- Early Breakfast (Sat/Sun) 0100 – 0430 hrs

Room Inspections. Unit First Sergeants determine inspection requirements in accordance with all applicable guidance and command directives. Cleanliness must be maintained in accordance with AFI 32-6005_IABSUP 1.2.9.8 *Resident Quarters Cleaning Standards*. The 39th Air Base Wing Command Chief performs quarterly inspections and awards prizes for dormitory and room of the quarter based on the unit and/or tenant that displays the highest degree of cleanliness, serviceability and unit cohesion.

Furnishings. All UH residences are fully furnished. Government provided furniture will not be removed from assigned quarters to accommodate for privately owned furnishings. Residents should carefully consider this prior to shipment of personal property. Excessive furnishings in UH rooms can be a fire hazard and may subject the member to additional storage or shipping costs. Alterations or modifications to government furniture are not authorized.

Room Decorations. Wall displays or pictures are encouraged. Any holes or other damage to walls from posters/pictures must be repaired prior to out-processing the room. Pictures of persons either male or female that may be offensive to other people are prohibited as determined by Unit Commanders and/or First Sergeants. Display of any Pornographic material is unacceptable. Decorations that depict or show genitalia, breasts, sexual intercourse, or are sexist, racist, or profane in any way are unacceptable as room decoration. Substance abuse paraphernalia is also unacceptable and subject to confiscation. Additionally, items or pictures that degrade national or military leaders are unacceptable as decorations. Items such as thumbtacks, adhesive papers, and stickers are prohibited on counters, government furniture and equipment. No items will be posted or attached on windows. No decorations are permitted within 18 inches of light fixtures or smoke alarms. Dartboards are authorized only if plastic tip darts/safety boards are used. No metal tipped darts are allowed in dormitory rooms.

Smoking. AFI 40-102, *Tobacco Use in the Air Force*, covers smoking in the dormitories. At Incirlik, smoking is not allowed in any area inside the dormitories or Herky Housing. Designated smoking area signs are posted at each dormitory and in the Herky housing areas.

Vehicles. Repairs and/or washing of vehicles are not authorized in any UH parking areas, to include Herky. Vehicle work shall be done at the Auto Hobby Shop or appropriate facility designed for vehicle repairs and/or washing. Additionally, car parts/accessories will not be stored inside residents' quarters. Inoperative, un-registered, improperly tagged, or unlicensed vehicles are not authorized in the dormitory or Herky area parking lots and are subject to towing at the owner's expense. All vehicles must be registered on Incirlik Air Base. Parking is only permitted on paved surfaces specifically marked for parking. Do not park in the crosswalk, fire lane, or within 15 feet of fire hydrants. Motorcycles must be parked in parking areas and not under gazebos, dormitory staircases, bicycle sheds, or on sidewalks. Recreational vehicles and utility trailers are not authorized in UH parking lots.

Bicycles. Bicycles may be kept in rooms only if they are clean and do not pose a fire safety egress/ingress hazard. In most cases, they should be locked up at the bicycle racks which are provided at each dormitory. Bicycles stored outside at bike racks must be marked with the owner's name, unit, and DEROS. Unaccompanied Housing Management will coordinate with unit First Sergeants for removal of any unmarked or abandoned bikes.

Pets. The only pets allowed in the dormitories and Herky Housing are fish. Aquariums are limited to one 20-gallon aquarium (maximum size) per room and will be kept clean and free of odor. If a resident goes TDY or on leave, they must notify their First Sergeant regarding who will be caring for the fish in the resident's absence. Any violation of these guidelines will be referred to Unit Commanders and/or First Sergeants for action.

Unauthorized Items. Weapons, flares, fireworks, ammunition, or any type of explosive device are prohibited in Unaccompanied Housing and possession is punishable under Article 92, Uniform Code of Military Justice. Local laws and military instructions govern registration, possession, and storage of privately owned weapons. No weapons of any type will be stored or displayed in the

quarters. This includes bows and arrows, martial arts weapons, and knives with blades longer than three inches. All types of guns designed to propel a projectile (BB, pellet, paint balls, bullet, etc.) whether by air, gas or other means are prohibited. Items such as stun guns are also prohibited. First Sergeants have the right to determine weapons vs. decorative items on a case-by-case basis. Any resident requesting a waiver to store prohibited items may submit the written request to his/her First Sergeant and the UH Section Chief for approval. The approved waiver will be filed in the Dormitory Manager's files and a copy of the letter will be posted on the back of the resident's door.

Cleaning Equipment. Specialty cleaning equipment (e.g. steam cleaners, pressure washers) can be signed out from Central Dormitory Management at 676-3188.

TLA Entitlements. Members arriving at Incirlik who are required to remain in billeting until their room is available are required to pay for TLF every ten days. At the end of each ten day period, members must report to Unaccompanied Housing Assignments in Bldg 833 to file a TLA claim. All claims require one copy of the billeting receipt accounting for the entire 10 day period as well as a copy of the member's PCS orders. The same procedure applies for outbound members residing in TLF as well.

Insect Control. The best defense against insect infestation is a clean living quarters. For insect issues not related to the cleanliness of your quarters, contact 39 CES Customer Service at 676-7008.

Telephone Installation. Telephone services can be arranged through the 39th Communications Squadron and monthly charges will be deducted from your payroll. To sign up, visit the 39CS Telephone Sign-Up/Termination link on the Incirlik Portal website.

Cable TV Installation. Armed Forces Network (AFN) is provided free of charge and is continuously connected in all quarters. Satellite dishes are not authorized. For issues with AFN connectivity or picture quality, call 676-2666.

Internet Service. Internet service can be acquired by visiting the ADSL office located in the base bowling center (Bldg 951). Various internet speed and monthly charge plans are available to suit your needs.

Self Help Program. An integral part of making dormitories more pleasant is self-help. Unit Commanders are given wide latitude in creating and completing self-help projects to enhance dormitory life. In fact, many projects require self-help efforts due to shortage of operation and maintenance, and contract funds. Typical areas for self-help project consideration include dayrooms, murals, laundry rooms, vending areas, game rooms, and common areas. Care must be exercised to ensure all self-help projects adhere to Incirlik Air Base policies, and are in good taste. All self-help projects require completion and approval of an AF Form 332, *Base Civil Engineer Work Request*, and coordination with the UH Section Chief and other agencies as required. No work will be accomplished until the AF 322 form has been completed, properly coordinated and approved. Painting of walls with non-approved colors requires an approved AF Form 332 and approval from the UH Sections Chief prior to start of work. Only light, neutral colors, to include Magnolia, are approved for use. A copy of the approved 332 must be maintained on file with Unaccompanied Housing Management. Government furnished paint is available in a few approved colors through the Self Help Store. The room must be returned to its original color and condition before terminating the room. Do not paint items not meant to be painted such as tree trunks, rocks, curbs, light switches, wall outlets, cabinets, moldings, and all furnishings. Self-Help improvement materials may be donated by the resident and accepted by the Air Force when workmanship and aesthetics meet acceptable construction standards. When removal is required, areas must be restored to their original configuration.

Personal Storage. All dormitory rooms are assigned a blue storage locker located in each dormitory's personal storage room. Members may utilize these lockers to store personal effects (not government provided furnishings). Members are responsible for providing their own locks and ensuring their storage containers are clearly marked using name tags similar to those posted outside the member's dorm room. Flammables and hazardous materials are not permitted in the personal storage containers.

Public Storage. 6' X 12' storage lockers are available to the base population and can be rented from Outdoor Recreation subject to availability. Rental fees are \$35 per month. Contact Outdoor Recreation at 676-6044 for more information.

Air Force Responsibilities

Services. In support of Incirlik's government-owned UH facilities, UH Management ensures maintenance & repair, refuse collection and disposal, basic pest control, fire and police protection, and grounds maintenance for common areas.

Initial Inspection. The UH Manager, with your assistance, will perform an initial inspection to identify and document discrepancies in your room and furnishings. This inspection is normally scheduled at the time of assignment.

Maintenance and Repair (M&R). The BCE has the primary responsibility for maintaining your room and the dormitory campus. To request repairs to your quarters, please call the 24 hour CE Help Desk at 676-7008. For common areas, please call Central Dormitory Management at 676-3188. Residents are responsible for escorting maintainers performing repairs of their quarters.

Service Response. There are three categories of service: emergency, urgent and routine. The category determines when you can expect the service to be scheduled:

- **Emergency:** Failure or deficiency, which constitutes an immediate danger or health hazard to residents or threatens to damage property. A structural, utility, or mechanical problem that could cause loss of life or property. Serious damage affecting health, safety, security, or mission. Complete utility failure (electricity, gas, heat, water, sewage, or air-conditioning). **Response time: 30 minutes.**
- **Urgent:** Failure or deficiency, which does not immediately endanger the residents or threaten damage to property, but would soon inconvenience and affect the health and well being of the residents. **Response time: 5 Duty Days.**
- **Routine:** Work of a routine nature that does not meet the criteria of emergency or urgent. **Response time: 30 Days.**

Refuse Collection and Disposal. Place your room trash and garbage in the dumpsters provided. Garbage cans are government-provided and are used for small trash or litter, not room trash. Do not place trash on balconies or stairwells.

Lockouts. During the hours of 0830-1500 Monday-Fridays, contact UH Management for lockout resolution. The Unaccompanied Housing manager will escort you to your room and unlock the door. After duty hours, contact your designated Dormitory Mayor. If a Dormitory Mayor cannot be located, call your unit First Sergeant. An UH Management NCO will be on stand-by to assist First Sergeants with lockout resolution as required. Residents in Herky and temporarily-converted family housing areas must coordinate lockouts with CES Customer Service at 676-7008. Duplicate keys are requested through the UH Management office. The original keys, issued to the resident must be returned at the final inspection, and residents will be charged for any missing keys. Individually procured duplicates are not acceptable. Lost/missing/improperly duplicated keys are cause for re-keying the lock cylinder, and Civil Engineering will accomplish this at the resident's expense.

Exterior Building and Grounds Care. As a UH resident, you are responsible for keeping the inside of your quarters clean as well as the exterior area immediately within 10 feet of your entry door. This may require sweeping or vacuuming the walkway around your quarters. Residents are responsible for keeping the grounds around your facility clean.

Appliances. The 39th Civil Engineer Squadron replaces and services installed ranges, refrigerators and microwaves. Appliances are assigned by serial number and recorded on AF Form 228. Notify the UH Management Section when repairs are needed. Please **do not** attempt repairs or adjustments yourself.

Laundry Facility (Washer and Dryer). All UH facilities have laundry facilities available for use by the residents. Appliances must be cleaned after each use, to include removing, cleaning and replacing the lint filters. Notify the UH Management Section if repairs to laundry equipment are required.

Name Plates/Signs. Room numbers and names tags with name, rank, unit, duty phone, DEROS and shift are the only authorized items to be mounted on the door or to the side of the door. Special exceptions to this policy can be approved through the UH Section Chief for holiday door decorating contests. Residents' name and rank should be updated to reflect the most current status. Residents should see their UH Manager to obtain a new sign when needed.

Pen and ink or 'homemade' signs are not acceptable. Shift workers who are resting and don't wish to be disturbed may insert in their name sign "Shift Worker, Do Not Disturb." Name plates and room numbers must remain visible during authorized holiday door decorating contests.

Resident Responsibilities

Social Visits. Receiving visitors or guests in UH facilities is a privilege. Personal privacy of fellow residents is of paramount concern. Guests are permitted as long as their behavior does not disturb the privacy or otherwise interfere with the rights of other residents. Residents are responsible for their guests' behavior. No guest or visitor will enter a dormitory without a resident escort. All guests not authorized access to the installation must have a current Turkish Air Force Visitor Pass. UH residents are prohibited from having a guest or visitor who is under the age of 18 unless the person is a member of the U.S. Armed Forces or the resident's family. Guests (except military personnel and family members), must possess on their person, documentation to prove their age at all times. Good order and discipline must be maintained. Guests or visitors of age are permitted to remain in quarters as long as their sponsor is with them at all times, subject to Unit First Sergeant and/or Commander approval. Residents' dependent family members are permitted to remain in the quarters overnight provided the resident obtains written permission from his/her Commander and suite mate. Family visitations are limited to 30 days.

Leave or Extended TDY to include Deployments. Always secure your room, door locks and windows prior to extended departures. Turn off all fans, televisions, lights, stereos etc. Do not turn off your HVAC system during your absence. At your request, your UH Manager will check on your quarters during extended departures.

Maintenance & Repair. To request repairs to your quarters, please call the 24 hour CE Help Desk at 676-7008. For common areas, please call Central Dormitory Management at 676-3188. Residents are responsible for escorting maintainers performing repairs of their quarters.

Damages. You will be held liable and accountable for loss or damage to equipment or furnishings that you or your guests cause by abuse or negligence. When inspection determines you are responsible for damages beyond reasonable wear and tear and you perform the repair, you must meet Air Force standards for the repair or replacement. Your UH Manager can fully explain your options to repair or replace damaged items and the method of payment.

Fire Protection

Fire Evacuation Plan. A dormitory fire evacuation plan has been prepared for your residence, showing both primary and alternate routes of escape in the event of a fire. Egress plans are posted on the first floor dormitory bulletin board of each dormitory. Know the plan and practice the escape route.

Fire Extinguishers. Fire extinguishers are located throughout the dormitory and are provided for firefighting purposes only. Negligent discharge of fire extinguishers will be passed to law enforcement personnel to be investigated and prosecuted. If you notice a fire extinguisher is over or undercharged, or has been discharged or damaged, please report it to UH Management immediately.

Tampering with Firefighting Equipment. Tampering with alarm call boxes or firefighting equipment is a serious offense, punishable under Uniform Code of Military Justice. Residents shall not disable the self-closing devices on interior doors or tinker with the fire alarm/smoke detectors.

Flammable Storage. Storage of flammable or explosive materials is prohibited. Prohibited flammables include gasoline, kerosene, candles (with wick showing they have been burned), incense or any other open flame. The only flammable liquids allowed in UH are for cigarette lighter refilling or cosmetics (e.g. nail polish, nail polish remover, cologne). All other flammable materials, including charcoal and lighter fluid, must be stored outside the dormitory in the yellow, flammable storage locker.

Barbeque Grills. Portable grills are prohibited for use around the dormitories; however, you may store your grill in your quarters for personal outings.

Space Heaters. Space heaters of any type are prohibited in dormitories.

Cooking. Personal hot plates, toaster ovens and convection ovens are NOT permitted for use in your quarters (microwave ovens are permitted). Cooking is permitted in government-provided kitchens only. When cooking, never leave the kitchen unattended. If a grease fire occurs, cover the burning pan with a lid, turn off the appliance and call the fire department. NEVER ATTEMPT TO USE WATER TO PUT OUT A GREASE FIRE AND DO NOT MOVE THE PAN. Clean the kitchen exhaust fan filter often to prevent accumulation of grease.

Housekeeping. Do not allow food particles to accumulate on countertops, trash cans or other surfaces of your living space. Keep closets and storage areas free of trash, and unplug heat-producing devices when not in use. Furnishings shall be arranged so as not to obstruct or impede opening of doors leading from rooms to exit access or exit doors.

Extension Cords. Extension cords must be of continuous length without splices and must be (Universal Laboratories) UL approved. Extension cords present a tripping hazard, and shall be positioned in a manner that will not pose a threat. Cords will not be secured to walls, placed under floor covering, or through holes in walls/floors, or ceilings. Extension cords will not be used in place of fixed wiring. A multiple surge protector, like the type used for computer equipment, is authorized if it is UL approved.

Please contact the Incirlik AB Fire Department at 676-6974 with any additional questions related to fire prevention.

FIRE REPORTING

- ***In case of a fire in your room or UH facility, immediately notify the base fire department by dialing 911***
- ***Give the fire alarm operator your name, dorm number and street***
- ***Do not hang up until you are sure the information has been received correctly***

REPORT ANY FIRES, REGARDLESS OF SIZE

Security

Security Forces. When notified, 39th Security Forces will investigate incidents under their jurisdiction. Residents should direct inquiries concerning law enforcement to security forces at 676-3200.

Eagle Eyes. Report any suspicious behavior by calling the Eagle Eyes hotline at 676-EYES / 676-3937.

Good Neighbors

It is not easy for 68 or more people from different walks of life to live together in close quarters. Courtesy goes a long way in helping reduce tension among dorm residents. We appreciate your support and cooperation in the following areas:

Noise Control. Quiet hours in UH are 24 hours a day due to shift workers living in all dormitories and Herky Housing. If stereo or other noise can be heard outside the quarters or through the walls, it's too loud. Violation of this policy will be referred to Unit Commanders and/or First Sergeant for action. Disorderly conduct may also be referred to 39 SFS for response.

Social Gatherings. Parties and other social gatherings are permitted, however, residents must also take into consideration that their neighbors may be asleep. Residents must clean up after themselves. If dayroom furniture is rearranged, it must be put back to its original location upon termination of the party or gathering. Residents may NOT remove dayroom furniture from the dayrooms. Noise must be kept to a level that will not disturb other residents.

Climate Conditions

Incirlik has a typical Mediterranean climate. Winters are warm and summers are hot and dry. The highest recorded temperature was on the 8th of July, 1978 reaching 44.0 °C (111.2 °F). The lowest recorded temperature was on the 30th of January, 1980 reaching a

cold -4.2 °C (24.4 °F). Needless to say, drink plenty of fluids in the summer and pay close attention to command post heat warnings.

Community Residential Activities

Dormitory Council. Incirlik's Dorm Council meets monthly as a forum to facilitate dialogue between the 39th ABW Command Chief, Unaccompanied Housing Management, unit First Sergeants, and Dormitory Mayors. Please contact SSgt Wendi Shannon, Dorm Council President, at 676-6554 for more information.

Dormitory & Room of the Quarter. The 39th ABW Command Chief performs dormitory and room of the quarter inspections quarterly. Each dormitory and room is presented to the Command Chief by the respective First Sergeant in inspection order. The Command Chief awards dormitory and room of the quarter based on the unit and member which displays the highest degree of neatness, cleanliness, serviceability and unit cohesion. Locally developed checklists and scoring factors are used. The winning unit receives \$500 for Quality of Life improvements.

Alcohol. Legal age for drinking is 18. If residents are assigned a suitemate who is under 18, this underage person may NOT possess or consume alcohol. Commanders, after consulting with the base legal office, may ban the consumption of alcoholic beverages in common areas, at their discretion

Termination of UH

Giving Notice. Orders are not required to set up termination inspections. The UH Management Office requires 30 days notice of termination (exceptions provided for short-notice PCS). Call or visit the UH Management Section for departure arrangements. If you notify your UH Manager promptly, they can schedule your pre-final and final inspections at your convenience.

Cleanliness Standards. Cleanliness of the resident's quarters must adhere to AFI 32-6005_IABSUP 1.2.9.8 *Resident Quarters Cleaning Standards* as well as the final inspection checklist provided by the UH Manager at the pre-final inspection.

Pre-final Inspection. This inspection is designed to assist you in preparing for your final inspection. It includes reviewing checkout procedures and provides UH Management an opportunity to answer any questions you may have. During the inspection, the UH Manager will identify normal maintenance items and any damages beyond normal wear and tear. The UH Manager will provide a cleaning checklist and can discuss any specific cleaning requirements for your quarters.

Final Inspection. The final inspection is intended to verify the cleanliness of your assigned quarters and ensure there are no outstanding maintenance items beyond normal wear and tear. Residents must complete AF Form 594, parts A, B, C prior to the final-out inspection and present the completed form to the inspector. Copies can be obtained at the Unaccompanied Housing office building 833, two duty days after the final inspection. If you fail your final inspection, you must accomplish any remedial work and schedule a re-inspection as soon as possible. Failure to properly out-process your assigned quarters could delay your PCS departure.

